Leadership and Management

Review Your Supervision Process

Leicester City Council

The most important and far-reaching responsibility we have as leaders in any workforce is to be responsive to the care, learning and continuous development needs of our teams and inspire effective performance.

Practitioners should feel well supported by the systems in place, allowing them to have open dialogue with leaders and managers.

To review the effectiveness of the current supervision process is, take some time to complete the following brief consultation with the staff team:

TASK

Ask individuals to reflect on the existing supervisions and how meaningful they are.

There are statements below that could be used as a prompt. Encourage staff to grade each statement from 1 - 5 (1 being strongly agree and 5 being strongly disagree).

You may want to consider whether staff would feel more open to answering honestly if they were to complete this task anonymously.

- The frequency of formal supervisions is appropriate
- I have adequate notice to prepare for my supervision, to ensure that a meaningful discussion can be had
- I feel able during the supervision to discuss how I am feeling, including any worries or concerns I may have
- I have time to discuss any development needs I may have and plan-ahead for appropriate CPD opportunities.
- There is always enough time to discuss my key children and families, any issues that need resolving or guidance needed
- I feel my achievements are recognised and celebrated by my manager
- Clear next steps are always identified and leave me with a clear view of expectations
- My views on quality of the provision are sought and allow me to inform improvements.

Review the results of your staff consultation. How has the current process scored? Are there any trends – areas which scored consistently well or poor?

Offer staff an opportunity to elaborate on their feedback and seek suggestions as to how the current system could be improved. Use this dialogue to develop the supervision process.